

The Alabama Department of Early Childhood Education is searching for a candidate to support technology implementation and support staff and public use of that technology in a new interagency project.

QRIS Program Development Coordinator (30122/50520)

1. Support sharing information for QRIS system with the public in a professional manner to include calls and emails.
2. Support the implementation of the digital platform related to all management aspects of the statewide Quality Rating and Improvement System (QRIS).
3. Support the development of the online Learning Management System and maintain quality of the system once maintained
4. Support the QRIS Communication Specialist in maintaining systems related to QRIS.
5. Assist with compilation of information, and creation of content, for department websites, email blasts, newsletters, social media campaigns, blogs, concept activation materials, print collateral, and presentation assets.
6. Collaborate to maintain current and accurate information on the QRIS website.
7. Collaborate to manage statewide communications related to QRIS rating and status management and reporting.
8. Communicate professionally, effectively, and in a timely manner, in both written and oral formats both interdepartmental and with all partners.
9. Work independently, demonstrate initiative, prioritize tasks, and complete assignments with high level of accuracy, attention to detail, and within established timeframes.
10. Complete field assessments and coaching using the QRIS tools to support implementation.

This position requires meeting the qualifications for the State job code Education Specialist I – 30122 or Human Services Program Coordinator – 50520 (option 262 or 442). Complete the application on Alabama State Personnel website: <https://www.personnel.alabama.gov/Default>. **Applicants will not be scheduled for interviews until they are on the State Personnel register for either classification.**

Please submit interest with a copy of your resume to:

Tammy Gibson, HR Director
tammy.gibson@ece.alabama.gov